



INTERNATIONAL MARKETING GROUP (IMG) INSURANCE BROKERS CORP.

INTER-OFFICE MEMORANDUM

TO : ALL BOARD OF DIRECTORS AND SENIOR OFFICERS
DATE : December 15, 2019
SUBJECT : Run Down of Risk Management Manual

Please be advised that a rundown activity will be conducted by the Training and Development Department aimed at familiarizing all Board of Directors and Senior Officers with the company's Risk Management approaches and practices.

Kindly refer to the attached sheet for the schedule, copy of the manual and other details, which has been sent to your respective emails two (2) days before your scheduled activity.

Please be guided accordingly.


CRISTINA M. ARIAS
Head- Personnel Department

INTERNATIONAL MARKETING GROUP

NO	NAME	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	JOSE ENRIQUE DE LAS PEÑAS	DECEMBER 20, 2019	DECEMBER 23, 2019	<i>[Signature]</i>
2	NOEL A. ARANDILLA	DECEMBER 20, 2019	DECEMBER 23, 2019	<i>[Signature]</i>
3	LOUIS BARTOLOME J. BORJA	DECEMBER 20, 2019	DECEMBER 23, 2019	<i>[Signature]</i>
4	MARIO Y. CAVADA	DECEMBER 17, 2019	DECEMBER 18, 2019	<i>[Signature]</i>
5	RIZAL ANTONIO D. MERU	DECEMBER 17, 2019	DECEMBER 18, 2019	<i>[Signature]</i>
6	MANUELITO. S. INSO	DECEMBER 17, 2019	DECEMBER 18, 2019	<i>[Signature]</i>
7	JOHANNES S. OLA	DECEMBER 17, 2019	DECEMBER 18, 2019	<i>[Signature]</i>

RECEIVED
23 DEC 2019
RECEIVED
18 DEC 2019

Received by Admin / staff